

## Upcoming Dates

- ✓ **CANCELLED**—TEAMING/CONFLICT MANAGEMENT—  
March 9 & 10, 2005, Helena
- ✓ **LEARN HOW TO READ HIGHWAY CONSTRUCTION PLANS**—MARCH 14, GREAT FALLS
- ✓ **HIGHWAY CONSTRUCTION BIDDING & ESTIMATING** -  
March 15, Great Falls
- ✓ **BUILDING CODE TRAINING SEMINARS—MONTANA DEPARTMENT OF LABOR AND INDUSTRY**—April 4, 5 & 6, 2005—Bozeman (pre-registration required—contact Pam Plovanic 406-841-2051)
- ✓ **HOW TO WIN THE FIGHT! CHANGE ORDERS & CLAIMS**—American Subcontractors Association of Montana—April 12, 2005, Helena
- ✓ **CONSTRUCTION QUALITY MANAGEMENT FOR CONTRACTORS**— March 23—Billings
- ✓ **CONSTRUCTION BLUEPRINT READING** — March 24 & 25—Pablo

Check out the DBE Supportive Services Business Training website for more details at

[http://www.mdt.state.mt.us/civilrights/business\\_train.shtml](http://www.mdt.state.mt.us/civilrights/business_train.shtml)

## Way to Go

Notable prime contractors teaming with DBE companies on February 24, 2005 highway construction bid letting:

- ✓ **Prince, Inc.** **10.68%**  
**Baker East Project**

This section will highlight prime bidders who meet or exceed the current MDT goal of **7.74%**.



## New Look New Information

The DBE Directory will be changing in the near future. We are currently updating databases to provide you with a user-friendly DBE directory. New directory information provided will be Montana DBE Certification #, web site addresses, NAICS codes, DBE Classifications and different work type categories. You will also have search and download capabilities. Montana DBE Companies - please check your contact information for accuracy. Thank you.

## NEW LINK ON MDT WEB SITE

On MDT Contractor's System web page at <http://www.mdt.mt.gov/contract/> there is now a link to **MDT Tribal Liaison** web page. It is located under **CONTRACTOR/DBE INFO**. The web page has the following information:

- ✓ Contact information for Russ McDonald, Tribal Liaison Officer.
- ✓ Contact information for tribal attorneys, tribal chairpersons, colleges, tribal employment rights officer (TERO), and tribal planners.

It also has a link to the MT-WY Tribal Leaders Council that has links to all Montana tribal web pages. Check it out today!

## Montana Department of Transportation DBE Participation

**7.74% Yearly Goal**

**4.7% Current DBE Participation**



If every Prime Contractor and Engineering firm approached every MDT project with the objective of using DBE companies 7.74% for each project, we would successfully meet the yearly DBE goal.

***SOMETHING WORTH CONSIDERING!***

# MONTANA DBE COMPANY MONTHLY UPDATE

## Newly Certified DBE Companies

None

## Re-Certified DBE Companies

Anderson Highway Signs & Supply	Esther L. Anderson	Mills	WY
Compton Signatures	Patricia Compton	Browning	MT
Hand-D-Powerwash & Water Truck Services	Dale Hand	Stevensville	MT
Highway Specialties, Inc.	Sue Platis	Black Eagle	MT
Lorenzen Engineering, Inc.	Diane R. Lorenzen	Jefferson City	MT
Martinez Corporation	Anthony 'Tony' Martinez	Eagan	MN
Montana Lines, Inc.	Jan Livesay	Great Falls	MT
Par Golf Construction	Grant Noonkester	Billings	MT
Scott Construction, Inc.	Patti Scott	East Helena	MT
Sharon Greene & Associates	Sharon Greene	Tustin	CA
Silverstar, Inc. d/b/a Mann Trucking	Janice L. Wandler	Dickinson	ND
Able Septic	Joseph Durglo	St Ignatius	MT

## Type of Certified Work Change

Garcia and Associates	San Anselmo	CA	Research in Physical, Engineering & Life Svcs Non-Highway Related
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## Withdrawn From DBE Program

Moe's Best	Cynthia Reed	Hot Springs	SD
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## As Read MDT Bid Letting Results—February 24, 2005

Project No.	Prime Contractor	Low bid	DBE	
			Participation	/ %
IM 90-6(90)304 Bozeman - Bear Canyon	Sletten Construction	\$ 12,629,376	\$ 252,000	2.00%
STPS 253-1(9)23 37 KM NW of Terry - North	E H Oftedal & Sons, Inc.	\$ 9,715,157	\$ 504,220	5.19%
STPP 59-2(12)38 Ringling - North & South	Schellinger Construction Co.	\$ 9,329,696	\$ 452,179	4.85%
STPS 219-1(2)0 Penroy - East & West	Schellinger Construction Co.	\$ 1,322,664		
STPP 2-2(29)84 Baker - East	Prince, Inc.	\$ 1,915,392	\$ 204,554	10.68%
BR 41-1(19)32 Blackfoot R-Helmville (PH II)	Riverside Contracting, Inc.	\$ 2,633,933		
SFCS 313-1(14)29 9km South of St. Xavier - South	Riverside Contracting, Inc.	\$ 917,140		
SFCS 347-1(2)0 Jct S 288 - East	Hollow Contracting, Inc.	\$ 469,821		
<b>All Projects for Feb 2005 MDT Bidletting</b>		<b>\$ 38,933,179</b>	<b>\$ 1,412,953</b>	<b>3.45%</b>
<b>Federal Aid Projects Only for Feb 2005 MDT Bidletting</b>		<b>\$ 37,546,219</b>	<b>\$ 1,412,953</b>	<b>3.57%</b>

## Governor's Board Appointments

### Montana Transportation Commission New Appointments

**William T. Kennedy**, 902 Parkhill Drive, Billings MT 59101  
Chair, Transportation Commission

Work phone: 406-256-2701; Home phone: 406-245-6051

**Deb Kottel**, 6301 43rd Street SW, Great Falls MT 59404

Member, Transportation Commission

Work phone: 406-791-5339; Home phone: 406-727-0542

**Rick Griffith**, 135 Rye, Butte MT 59701

Member, Transportation Commission

Work phone: 406-490-1643; Home phone: 406-494-3836

### Current Montana Transportation Commission Members

**Kevin Howlett**, Arlee, MT 406-745-3525

**Nancy Espy**, Broadus, MT 59317 406-436-2588

For more information regarding the Montana Transportation  
Commission, visit the web site at:

[http://www.mdt.state.mt.us/trans\\_comm/](http://www.mdt.state.mt.us/trans_comm/)



## Civil Rights Bureau ALERT

In the future, MDT Civil Rights Bureau is looking for a way to verify benefit plans are bona fide. It is just now in the works. If you do not pay the fringe benefits to your employees but put the funds in a bona fide benefit plan - you will have to submit proof to CRB on the company that provides you this service. This is being requested to verify the plan is approved by US Dept of Labor and is bona fide. At this time, you need not do anything. It is just a "heads up" for your company. You will receive a letter detailing the exact procedure and information being requested in the next couple of weeks from Civil Rights Bureau.

## Where's the DBE Training Calendar?



We are no longer providing a business training calendar in our monthly newsletter. Instead, we have listed all the web site links that provide business training calendars on the DBE Supportive Services web site under **Monthly Business Training Calendar at** [http://www.mdt.state.mt.us/civilrights/business\\_train.shtml](http://www.mdt.state.mt.us/civilrights/business_train.shtml).

**Also:** Links to other state DBE programs are on our site at [http://www.mdt.state.mt.us/civilrights/dbe\\_support.shtml](http://www.mdt.state.mt.us/civilrights/dbe_support.shtml)



## CALL BEFORE YOU DIG

Careless digging causes disruption of vital services, costly delays, and environmental damage, even bodily injury as well as loss of life. If you plan to excavate underground, you must first call to get underground facilities located 2 business days prior to any digging. It's the law in Montana (69.4.501). Utilities Underground Location Center for Montana is 800-424-5555 (except Flathead and Lincoln Counties - call 800-551-8344).



Bud Criner with UULC can provide your company with information about: Recommended excavation standards and procedures for underground facilities (uniform color code, marking and staking standards, symbols, tolerance zone, substructure damage program, OSHA general requirements, white paint marking):

- Fiber Optics
- Guidelines for prospective excavation site
- Construction facility damage report
- Montana dig law
- ITIC Internet Ticket Presentations
- Directional Boring Safety Precautions
- One-call center works and how to use it
- Exposing underground facilities
- Free video library

Call Bud for assistance - it's free and he has some great handouts. Bud Criner, 406-442-3070, [uulcrep@msn.com](mailto:uulcrep@msn.com)

## PROTECTING YOUR ASSETS



by David Anderson  
SBDC Colstrip at the Southeast Montana  
Development Corporation

Starting a new business is almost always a risky proposition, and you should not overlook the fact that, if the business fails, you may be forced into bankruptcy and could lose everything except what the bankruptcy laws allow you to keep. This is one reason why many small businesses incorporate at the outset, since a corporation will generally limit your liability to business creditors to the amount you invest in the corporation, plus any loans to the corporation you guarantee.

Accordingly, if you incorporate you should be cautious about unnecessarily committing too much of your personal assets to the business. For example, instead of putting a building or piece of land you own into the corporation, it may be better (and may save income and property taxes) for you to keep the property and lease it to the corporation.

Even if you incorporate, the leases or bank loans you find it necessary to guarantee on behalf of the corporation could still wipe out your personal assets if the business folds. Thus, it often makes sense to have your corporation set up a tax-qualified pension or profit-sharing plan and to have it contribute as much as possible to the plan on your behalf. Not only does this provide substantial tax savings and deferral, but also the law in most states will in many cases protect your account under such a plan from your creditors or the corporation's creditors. Thus, if, over a period of years, you build up a significant retirement fund in your corporation's pension plan, you have at least some degree of assurance that the failure of the business or a disastrous lawsuit will not touch that nest egg (but in a divorce your spouse may be able to claim his or her share of the pension plan account).

If you think you may need assistance in choosing the proper legal structure for your business, contact the Montana Small Business Development Center (SBDC) for additional information. The Montana SBDC works to increase profits for small Montana firms and to create jobs for the state's workers. The SBDC accomplishes this goal by offering free confidential counseling, business training, and information to small business owners statewide.



Please contact the Colstrip  
SBDC Sub-center at  
(406) 748-2990 for details  
and/or to schedule  
an appointment.

## CHANGE MANAGEMENT — IT STARTS AT THE TOP —

by Tracey Jette  
SBDC Director - Bozeman

Change is a common occurrence in business today. Because of this, it is important that you possess strong change management skills if you want your business to be a success. Change management skills include leadership development (to get people to believe in you), marketing and sales abilities (to promote your case for change), and communication skills (to help build support for the decision to change). It will also help if you know a little about the stages people go through psychologically when they are dealing with change so that you are able to tell if you have managed a successful transition or if there are additional problems that you need to address.

The first thing you will want to focus on is your leadership ability. Companies continue to make the mistake of focusing too much on business processes and not enough on good, strong examples of leadership.

Building your ability as a leader is the first step in the change management process. Once employees believe in you and trust what you're doing, you can then begin your campaign for change. Your campaign for change should target the different "groups" within your business and outline for each the reasons why a change is necessary. For instance, the board of directors will want to know what the long-term effects of the change will be. Similarly, your employees will want to know how they will be personally effected by the changes you are proposing.

Once a change occurs, it is very important to communicate on a regular basis with all effected. Let your employees know what is happening. If your communication skills are weak or you don't have a formal way of letting your employees know what is happening, set one up before you hit this stage of the change process. By keeping everyone informed, you reduce the chances of low productivity and low morale that often accompany unaccepted change.

It is important to realize that although you can use techniques to smooth the change transition process, you will never be able to completely jump from one way of doing something to another without experiencing at least some resistance. Why is this? Well, people adjust to change at different rates. It's just part of human nature. To reduce your frustration with this process, it helps to know the six phases people go through whenever they are experiencing any type of change, be it personal or professional.

Please contact the Bozeman SBDC Sub-center at (406) 587-3113 or [botmlne@bozeman.org](mailto:botmlne@bozeman.org) for details and/or to schedule an appointment.



# DBE COMPANY SPOTLIGHT

**COMPTON** Signatures has found a niche in the area of Rights of Ways, Utility Relocations, and Access for Seismic, Oil and Gas Leasing, specializing in Trust Properties and Indian Reservations.

Owner Patricia Compton has experience in the acquisition of signatures for thirty-four (34) years. Brint Compton has been a working partner since 1997, and is an officer in the Montana Chapter of the International Right of Way Association.



The company has worked closely with Montana Department of Transportation (MDT) on many Highway projects, several utility companies for utility relocations, and completed right of way and access work for the installation of new cell towers in the Browning area. The company's base office is located in Browning, Montana. The staff is mobile and capable of working anywhere in the state – wherever the customer needs the work to be completed. The main objective of this company is to make every experience a positive one; pave the way through the requirements and in essence help companies get the work completed by providing expert knowledge with a speedy delivery of service.

You can count on Patricia and Brint to take control of the job at hand and complete all the paperwork from beginning to end and complete this phase of the work efficiently to move the project to the construction phase problem free.

COMPTON Signature's newest service is an **MDT-certified gravel pit, located in Glacier County**, Montana. Section 22 & 23, Township 33 North, Range 7 West PMM. The Environmental Documents, Blackfeet Tribal and Bureau of Indian Affairs requirements have all been completed including Right of Way. The gravel has been tested for hardness and wear. It was prospected by MDT and it qualifies for Montana Specifications for gravel for highways, bridges etc. The pit is located between two large highway projects **Meriwether East** and **Cut Bank West** that are coming in the near future. This pit qualifies as Indian-owned for Certified Indian Preference as often required for projects on the Blackfeet Indian Reservation.



**COMPTON Signatures**  
Patricia Compton  
HC72 Box A  
Browning, MT 59417  
406-338-3810  
FAX 406-338-3811

# WORKSHOPS

## GREAT FALLS

- ✓ **Reading Highway Plans, March 14, Holiday Inn.**  
Learn how to read plans, standard specifications and detail drawings. Gain basic knowledge of reading highway plans. Dennis Leo, Retired Montana Department of Transportation (MDT) Project Manager, is the presenter. You will gain the knowledge to help put together your bid.
- ✓ **Bidding and Estimating, March 15, Holiday Inn.**  
Learn how to prepare a bid, what to consider when estimating a bid, get answers to your questions about preparing a bid. Learn MDT's bidding process. Find out what the common problems are on bids. How to avoid these problems. Complete a practice bid on an actual MDT project. Jim Bumgarner with Montana Lines is the presenter for this workshop.

## PABLO

- ✓ **Blueprint Reading, March 24-25.** 2 days of instructions on basic blueprint reading for commercial and residential construction. The class will cover how to read a set of blueprints and specifications. Penny Knoll, Professor at MSU Dept of Engineering is the key presenter.

**For the Great Falls & Pablo Workshops listed above \$25 deposit is required - that is returned to attendees.**

Seating is limited please send your RSVP to Elaine Arterburn at [earterburn@mt.gov](mailto:earterburn@mt.gov) or call 800-883-5811.

Everyone is invited to attend. Reasonable accommodations are available upon request TTY 800-335-7592.

Go to our web site for more workshop information.

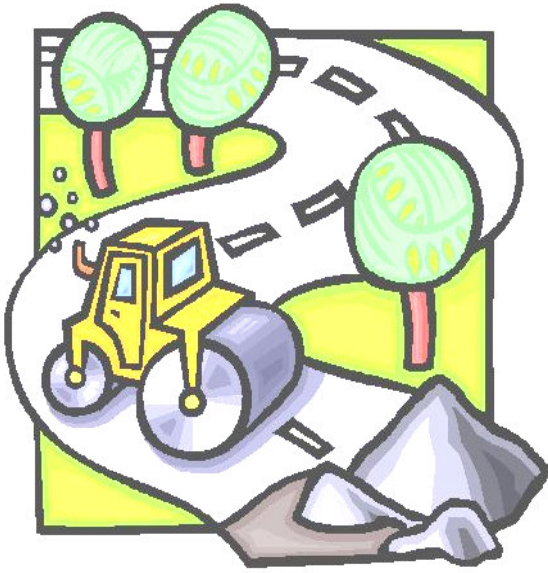
[http://www.mdt.state.mt.us/civilrights/business\\_train.shtml](http://www.mdt.state.mt.us/civilrights/business_train.shtml)

## HELENA

- ✓ **How to Win the Fight! Change Orders & Claims—**  
American Subcontractors Association of Montana, April 12, 2005, 8:30am - 4:30pm, Wingate Inn, Helena, MT\$85 for Members and \$135 for Non-Members. You will learn Types of Change Orders (CO), Pricing & Negotiating Tips, Win Spec Conflicts and Delay Claims. Presented by American Subcontractors Association of Montana. Call 443-8514 or [carl@mt.net](mailto:carl@mt.net) Carl Schweitzer for more details.

# MDT HIGHWAY CONSTRUCTION PROJECTS

## Invitation for Bids, Letting of March 31, 2005



Sealed bids on the following projects will be received by the Montana Department of Transportation-Highways Division, Contract Plans Bureau, Room 101, 2701 Prospect, Helena, Montana until 9:00 a.m. on March 31, 2005, the bids being publicly opened and read thereafter at 10:00 a.m. in the Department's auditorium.

1. **Minesinger Trail – MT 35 - Federal Aid Project No. NH 5-2(124)56** - Grading, gravel, plant mix bituminous surfacing, seal and cover, lighting, irrigation crossings, retaining walls, storm drain, and wildlife crossing. The project is located within the Flathead Indian Reservation. **MANDATORY PRE-BID CONFERENCE.** The Disadvantaged Business Enterprises' contract goals are 3.0%.
2. **Weeksville – West - Federal Aid Project No. STPP 6-1(76)62** - Grade, gravel, MSE wall, plant mix bituminous surfacing, drainage, electrical and fencing – West project on MT 200 in Sanders County. The Disadvantaged Business Enterprises' contract goals are 3.0%.

3. **Business Loop – Glendive, 2002 – Signals – East of Glendive, Dawson County Line – NE & Business Loop – Glendive Federal Aid Project Nos. STPP 57-7(19)326, STPP-STPHS 57-7(20)327, IM 94-6(49)191 & STPP 98-1(4)0 - STPP 57-7(19)326** – Cold milling, PMBS overlay, guardrail, traffic signals and striping – Glendive project (RP 325.99 to RP 329.34). STPP-STPHS 57-7(20)327 – Traffic signals on 2002 – Signals – East of Glendive project. IM 94-6(49)191 – Cold milling, RAP, PMBS overlay, guardrail and striping – Northeast project (RP 191.2 to RP 210.0). STPP 98-1(4)0 – Cold milling, PMBS overlay, guardrail and striping - Glendive project (RP 0.30 to RP 1.84). All projects are in Dawson County. The Disadvantaged Business Enterprises' contract goals are 4.0%.
4. **Pondera/Glacier County Line Slide - Federal Aid Project No. STPS 358-1(3)18** - Roadway and roadside safety improvements in Pondera and Glacier Counties on the Blackfeet Indian Reservation. **MANDATORY PRE-BID CONFERENCE.** The Disadvantaged Business Enterprises' contract goals are 0.0%.
5. **Main St. Improvements – Laurel - Federal Aid Project No. CM-STPU 6904(1)** - Sidewalks, curb and gutter, plant mix bituminous surfacing, drainage, sidewalk or trees – Laurel project in Yellowstone County. The Disadvantaged Business Enterprises' contract goals are 0.0%.

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### Truncated Domes – Now Appearing on MDT Projects



Source: MDT Memo from Paul Ferry, PE, Highways Engineer

Dated January 7, 2005

Truncated domes are a standardized detectable warning surface for sight-impaired pedestrians. The domes are installed in the sidewalk adjacent to the roadway and provide a cue that the pedestrian is moving from a pedestrian area to a vehicular area. MDT is required to install truncated domes on all new curb ramps and any project involving alterations to existing ramps.

The truncated domes extend the width of the sidewalk and are located at the bottom of the curb ramp. Truncated domes will be measured and paid by the square yard (square meter). Quantities for truncated domes will be shown in a separate column in the Sidewalk Summary. Refer to Detailed Drawing No. 608-40 for more complete information. Truncated domes will be included in all projects in the April, 2005 bid letting.

## More MT Contracting Opportunities

National Park Service Glacier National Park Historical Significance Report SOL: Q1434050007 DUE: April 19, 2005

This proposed procurement will require the contractor to prepare a national register of historic places historic context for recreational cabin development on Lake, McDonald in Glacier National Park, Montana. Glacier, National Park, Flathead County, Montana <http://www2.epa.gov/spg/DOI/NPS/APC-IS/Q1434050007/listing.html>

White Sands CG Phase 1, NDB050017, Response Date: April 6, 2005, Bureau of Land Management, Construct a campground with access and loop roads, parking areas, trails, campsites, boatramp facility and other appurtenances in accordance with the drawings and specifications. Kevin C. Schreiber Contract Specialist 3032363514 [Kevin\\_Schreiber@blm.gov](mailto:Kevin_Schreiber@blm.gov); Lewis & Clark County, MT. <http://www.epa.gov/spg/DOI/BLM/NCR/NDB050017/listing.html>

Yellowtail Dam Visitor Center, Transformer & Power Cable, Bighorn County, Fort Smith, MT 05SQ600069, Response Date: March 25, 2005, Bureau of Reclamation, Bev Beckman Contracting Officer 4062477807 [bbeckman@gp.usbr.gov](mailto:bbeckman@gp.usbr.gov); <http://www.epa.gov/spg/DOI/BR/BR/05SQ600069/listing.html>

Landmark Managing Map Legend for Existing Vegetation, RFP-CAZ-05-023, Response Date: April 4, 2005, Department of Agriculture, Forest Service, The primary aim of the vendor's work will be to update and document current knowledge in support of mapping existing vegetation and terrestrial biophysical settings. Missoula Fire Sciences Laboratory Response shall be submitted to the USDA Forest Service, Rocky Mountain Research Station, Christina A. Schofield, [cschofield@fs.fed.us](mailto:cschofield@fs.fed.us) or (fax) 970-498-1166, 970-498-1174 <http://www.epa.gov/spg/USDA/FS/82FT/RFP-CAZ-05-023/listing.html>

Rangeland Resources Inventory Data Collection Services, AG-0325-S-05-0003, Posted March 3, 2005, Department of Agriculture, Collection of rangeland data on selected sample sites (points) for the 2005 National Resources Inventory (NRI), Rangeland Field Study in Montana. Marsha Harris, 406-587-6859, Fax 406-587-6808, [marsha.harris@mt.usda.gov](mailto:marsha.harris@mt.usda.gov) <http://www.epa.gov/spg/USDA/NRCS/MTSO/AG-0325-S-05-0003/listing.html>

Montana Department of Transportation, <http://www.discoveringmontana.com/doa/gsd/osbs/Results.asp?AgencyID=TRANS1>

307390, Noxious Weed and Vegetation Control, Response Date March 16, 2005

307410, Miscellaneous Electrical Work Great Falls Division, Response Date: March 15, 2005

307411, Lawn Fertilization & Gopher Control, Response Date: March 16, 2005

307412, Epoxy Paint Striping Lewistown Division, Response Date: March 15, 2005

307418, Hardin Rest Area Maintenance, Response Date: March 24, 2005

307420, Overlay & Chip Seal on North Rouse in Bozeman, Response Date: March 16, 2005

307421, Crack Sealing Southwest of Havre, Response Date: March 15, 2005

307431, Ekalaka North & South Crack Seal, Response Date: March 24, 2005

**Spring Meadow State Park Parking Lot Improvements & Landscaping Project**, FWP 7036405, Response Date: March 22, 2005, Montana Fish Wildlife and Parks, Design & Construction Bureau, Walk Through is March 14, 2005 at 11:00am, Northern Engineering & Surveying, 406-442-8108.

**Weed Control, IFB05-1072D, Montana Department of Fish, Wildlife and Parks**, Chemical (herbicide) weed control at selected State Parks (SP) and Fishing access Sites Response Date: March 22, 2005 <http://www.discoveringmontana.com/doa/gsd/OSBS/Results.asp?List=All>

### Quote of the Month

“The best leader is the one who has sense enough to pick good people to do what he/she wants done, and self-restraint enough to keep from meddling with them while they do it.” *Theodore Roosevelt (adaptation)*

## MDT Civil Rights Bureau

Leslie Wootan, DBE Program Manager  
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Elaine Arterburn, DBE Supportive Services Assistant  
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Bill Anderson, Title 6 Compliance Specialist  
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2701 Prospect Avenue/PO Box 201001, Helena, MT  
59620-1001, (406) 444-6331, Fax (406) 444-7685 TTY  
(800) 335-7592 [www.mdt.state.mt.us/civilrights/](http://www.mdt.state.mt.us/civilrights/)

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DBE Supportive Services, Civil Rights Bureau  
Montana Department of Transportation  
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Helena, MT 59620-1001

